

City of Chandler Vendor Information

Thank you for your interest in wanting to be a part of our special events. The City of Chandler prides itself in having vendors at our events that represent the concept of the event and a vast diversity of what the city has to offer. This one page information sheet should answer most questions about the event.

Event: Woofstock

Date: Saturday, November 20, 2010

Location: Tumbleweed Park

Time: 9am to 2pm

2009 Vendors PRIORITY Application Deadline: Monday, September 27, 2010

Vendor Application Deadline: Wednesday, October 20, 2010

Event History: This is the 3rd annual event that is focusing on families, children and dogs. The main emphasis is to have an event that the entire family can enjoy. Numerous organizations have joined together to create a large fun event for the community. Last year over 2500 guests were in attendance.

Available Areas for Vendors:

Nonprofit Organizations Informational – This is for non-profit groups that want to provide information about their organization to the community. There is no selling of items.

Business/Company Informational – This is for businesses or for-profit organizations that want to provide information about their organization to the community. There is no selling of items.

Food/Beverage – This is any organization or business that wants to sell food, snacks or beverages.

Merchandise Sales – This is for any organization (profit or nonprofit) or business that wants to sell any type of merchandise they produce.

Responsibilities of the Vendor:

Application – An application must be completed and turned in by the deadline above.

Booth Fee – A non-refundable fee is charged to participate in the event.

This fee is not paid until the vendor has been notified of its acceptance into the event.

Supplies/Materials* – All supplies and materials (tables, chairs, canopies, etc.) must be provided by the vendor.

*Vendors may elect to pay an additional fee to receive one (1) table and two (2) chairs and electricity for the booth.

Event Notes:

Available Space – 10' x 10' space will be allocated to all approved vendors. Those needing additional space may request it on their application. If space is available, requests will be considered on a first come first serve basis.

Dog or Pet Related – Vendors with an emphasis in providing some aspects of dog/pet related items or options would have priority during the review process. A limited number of vendors who do not meet this emphasis will be considered for the event.

Applications – The City of Chandler will accept vendor applications until 5:00 p.m. on the date of the deadline. Applications submitted or received after the deadline will not be eligible for consideration.

Notification of Acceptance – The City of Chandler will notify the accepted vendors within 7 business days of the application deadline. All fees and additional requested information must be submitted by the new deadline.

Duplication of Vendors – The City of Chandler strives to keep duplication of booth items or activities down to a minimum. Our goal is to have no more than two or three of the same or similar booths.

Waiting List – A waiting list will be kept from the eligible applications and these vendors will be contacted if any of the accepted vendors do not meet the requirements.

For questions, please contact the Special Event Coordinator at 480-782-2665.

2010 Woofstock Vendor Application

Applicant's Information

Company/Organization Name

Contact Name

Mailing Address

Daytime Phone

Cell Phone

Email Address

Booth Information

Please Check One:

☐

Nonprofit
Informational

☐

Business/Company
Informational

☐

Food/Beverages
Sales

☐

Merchandise
Sales

Please provide an in depth description of your booth.

Please check all needs that apply:

Will you need any of the following resources do you need from the City? Electrical Power#

☐

Water Source*

☐

Do you have a Maricopa County Health Permit?

☐

Yes

☐

No

License #

Do you have a Chandler City Sales Tax License?

☐

Yes

☐

No

License #

Will you be asking for monetary donations?

☐

Yes

☐

No

Is your company/organization a 501(c)(3) nonprofit?

☐

Yes

☐

No

If yes, please attach a copy of IRS status form

Please know that there will be a charge for electrical power should the City of Chandler provide it for you.

**Please know that water is limited and all efforts will be made to accommodate your request.*

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☐ Nonprofit Informational – \$10.00

☐ Business/Company Informational - \$25.00

☐ Food/Beverages Sales - \$50.00

☐ Merchandise Sales - \$50.00

<input type="checkbox"/>	One Table and Two Chairs - \$10.00
<input type="checkbox"/>	Extra 10' x 10' Booth Space - \$15.00
<input type="checkbox"/>	Electrical Power - \$15.00

I certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the city of Chandler Municipal Code. Applicant agrees to comply with all requirements of the City, County, State, and Federal Government.

Signature _____ Date _____

Printed Name _____

Community Center
125 E. Commonwealth Ave
1st Floor
Attention: Hermelinda Llamas



Chandler ♦ Arizona
Where Values Make The Difference